

BROADCAST 4551

DATE: Oct. 18, 2007

TO: Local Department of Social Services Directors, Child Protective Services, Foster Care and Adoption Supervisors and Staff; Licensed Child Placing Agencies

FROM: Lynette Isbell, Director, Division of Family Services
Lynne Williams, Acting Director, Division of Licensing Programs
Therese Wolf, Foster Care Program Manager
Robin Orser Ely, Licensing Administrator

TIME: 12:16 p.m.

SUBJECT: National Criminal Background Checks

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Effective immediately child placing agencies may use a federal name search in situations where readable prints cannot be obtained. The Administration for Children and Families (ACF) has approved procedures for conducting name based checks when an individual has unreadable or missing fingerprints due to age, disability, or occupation. Child placing agencies are required to make attempts to obtain criminal history information through fingerprinting before requesting a federal name search. The name search cannot be used as a substitute for traditional methods of fingerprinting and procedures must be followed as given to ensure compliance with federal law.

Procedures for the federal name search will be available to local departments on SPARK at: <http://spark.dss.virginia.gov/divisions/dfs/background.cgi>. Information will be sent to licensed child placing agencies by the Child Welfare Licensing Unit.